



Date: March 23, 2020
To: AIS Employees
From: Eric Ballew, President
Subject: COVID-19 Essential Critical Infrastructure Memo

Advanced Input Systems has been identified by numerous customers as a critical manufacturer supporting critical infrastructure manufacturing as defined by the U.S. Department of Homeland Security memorandum for medical, pharmaceutical, food and beverage, and defense production.

As stated in the March 19, 2020 "Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response," published by the Cybersecurity and Infrastructure Security Agency (CISA):

"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule."

Based on these guidelines, the AIS Frankenmuth, Michigan and Coeur d'Alene, Idaho operations facilities will remain open until further notice, as both locations are deemed to be essential critical infrastructure businesses.

We thank all our employees in advance as they support the very important design and production of materials and products needed for the medical and pharmaceutical, food and beverage, and defense industries.

Please continue to be vigilant and follow all of the new policies recently published on good practices associated with protections to help fight the spread of COVID-19 in the work place.

Work smartly and safely,

A handwritten signature in purple ink, appearing to read "Eric A. Ballew".

Eric A. Ballew